



Creating a DUNS Plus 4



What is a DUNS + 4?

- **Definition:** DUNS + 4 is an option for organizations with multiple divisions or operating units to register at the same physical location.
- **Bank Accounts:** Multiple bank accounts can be entered in SAM for the same DUNS registration. The vendor can add four additional characters (alphanumeric) of their choice to their DUNS to identify each additional account.
- **CAGE Code:** Each DUNS + 4 will be assigned an individual CAGE code for contract and remittance purposes only. The vendor must first have an active SAM account before the DUNS + 4 can be added.

NOTE: Any additional physical locations for the same entity must obtain separate DUNS numbers from Dun & Bradstreet and register separately in SAM.



Once logged into SAM you will select the Register/Update Entity tab and then Complete Registrations.

MY SAM SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

MY SAM

- Manage My User Roles
- Manage Entity Users
- Register/Update Entity
- Complete Registrations**
- Incomplete Registrations
- Inactive Registrations

Welcome

DO NOT USE THE BACK BUTTON ON YOUR BROWSER. You should use the buttons found on each page to navigate the site. If you use your browser back button, you may lose data previously entered but not saved.

Welcome to SAM!
Notice: Revised SBA size standards are in effect as of January 22, 2014; see below for details about how this impacts entity registrations in SAM.

Welcome! This page is your "My SAM" page. From here you can access the functionality that you need to do your job.

1. If you had a user account in CCR, EPLS, or FedReg, you need to migrate your permissions from your old user account to your new SAM user account. Click the "YES" button above to begin the process. Please note that all entity registration records (such as your CCR and ORCA records) have already been migrated from the legacy systems to SAM. The data is here; you just need to connect your user account to the record(s).



Select the Company Name in the Entity List box.

MY SAM

Active Registrations

Page Description
Please search and select an entity for which you want to view, update or de-activate the profile. If the record is associated with an entity on the federal hierarchy, only the Entity Management record will be de-activated. To register a new entity in SAM, please select the Register New Entity link..

Important: If you navigate away from a page during the registration process without clicking "Save," the information you entered on that page will NOT be saved; you must click "Save" on every page.

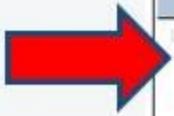
Search for an Entity

Legal Business Name:

DUNS:

DoDAAC:

Office Code:

Entity List	Registration Details
 <input type="checkbox"/> Your company	



Registration Details display.

Select Update Entity.

Search for an Entity

Legal Business Name:

DUNS:

DoDAAC:

Office Code:

Entity List	Registration Details
<div style="border: 1px solid gray; padding: 5px;"> ☐ Your company </div>	<p>Entity Nam Your name</p> <p>Entity Details</p> <p>DUNS Number: 999999999</p> <p>Address Line 1 Your address</p> <p>Address Line 2:</p> <p>City: Your city</p> <p>State / Province:</p> <p>Country: Your country</p> <p>ZIP/Postal Code: 99999</p> <p>Registration Status: Active</p> <p>Address Update No</p> <p>Required:</p> <p style="text-align: center;"> <input type="button" value="UPDATE ENTITY"/> <input type="button" value="VIEW"/> <input type="button" value="DEACTIVATE"/> </p>



Determine Purpose of Registration by choosing an option from the drop down menu.

Manage My User Roles	<p>Page Description</p> <p>The system will guide you through the entity update process based on the answer you provide below. If you choose to only update the Points of Contact (POCs), the entity status will remain unchanged and you will still be required to update the registration prior to its set expiration date.</p> <p>What would you like to update?</p> <div data-bbox="444 825 1251 999"><p>Please select a value</p><p>Please select a value</p><p>Purpose of Registration and remaining entity registration</p><p>All sections applicable to the registration besides the Purpose of Registration</p><p>Points of Contact (POC) ONLY</p></div> <p><input type="button" value="CANCEL"/> <input type="button" value="NEXT"/></p>
Manage Entity Users	
Register/Update Entity	
Account Settings	
Data Access	
General	





Indicate your entity type and complete the drop down menus. **Select Next.**

Register Entity

Determine Purpose of Registration

Registration Overview

Purpose of Registration

→ Determine Purpose

● Confirm Purpose

Core Data

Representations and Certifications

Points of Contact

Submit Certification

BACK TO USER DASHBOARD

CANCEL

PREVIOUS **NEXT**

Page Description

The system will guide you through the entity registration process based on the answers you provide below.

What type of entity are you? *

Do you wish to bid on contracts?

Do you want to be eligible for grants and other federal assistance?

Do you want to perform Intragovernmental Transactions (IGT)?



SAM has determined your purpose of registration. You will continue with the Entity Registration process. **Select Next.**

Register Entity

Confirm Purpose

Registration Overview

Purpose of Registration

✓ Determine Purpose

→ Confirm Purpose

Core Data

Assertions

Representations and Certifications

Points of Contact

Submit Certification

Page Description

Based on the answers provided on the previous page, SAM has determined your purpose for registering. If you need to make changes, please go back to the previous page. Use the Next button to continue with the Entity Registration process.

Purpose of Registration:

You are required to complete the following sections:

CANCEL

All Awards

Core Data

Assertions

Representations & Certifications

Points of Contact

PREVIOUS

NEXT

BACK TO USER DASHBOARD



This information cannot be edited. **Select Next.**

Registration Overview	Page Description
Purpose of Registration	Enter DUNS Information for your entity.
Core Data	
<input checked="" type="checkbox"/> DUNS Information	<p>Public Identifier:</p> <p>DUNS Number: * <input type="text" value="999999999"/></p> <p>If you do not have a DUNS Number, please click here to request one For assistance, contact Dun & Bradstreet (D&B) US ONLY at 1-866-705-5711 or govt@dnb.com. International registrants email: samhelp@dnb.com</p> <p>Name:</p> <p>D&B Legal Business Name: * <input type="text" value="Your company"/></p> <p>DUNS Physical Address:</p> <p>Please enter the physical address that D&B has on file for your entity. Your entity will not be activated if a mailing address is provided.</p> <p>Address Line: * <input type="text" value="Your address"/></p> <p>City: * <input type="text" value="Your city"/></p> <p>State/ Province: * <input type="text" value="Your state"/></p> <p>ZIP/Postal Code: <input type="text" value="99999"/></p> <p>Country: * <input type="text" value="Your country"/></p>
<input checked="" type="checkbox"/> Verify DUNS Information	
<input type="checkbox"/> Business Information	
<input type="checkbox"/> IRS Consent	
<input type="checkbox"/> CAGE or NCAGE Code	
<input type="checkbox"/> General Information	
<input type="checkbox"/> Financial Information	
<input type="checkbox"/> Executive Compensation Questions	
<input type="checkbox"/> Proceedings Questions	
<input type="checkbox"/> Information Opt-Out	
<input type="checkbox"/> Review Core Data	
Assertions	
Representations and Certifications	
Points of Contact	
Small Business Certification	





If your information matches D&B, **Select Save and Confirm.**
 If the information from D&B is incorrect, you must contact
D&B (866-705-5711) to correct before continuing.

Core Data		Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.			
<input checked="" type="checkbox"/>	DUNS Information				
<input checked="" type="checkbox"/>	Verify DUNS Information	<i>If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.</i>			
<input checked="" type="checkbox"/>	Business Information	REFRESH D&B DATA			
<input checked="" type="checkbox"/>	IRS Consent				
<input checked="" type="checkbox"/>	CAGE or NCAGE Code				
<input type="checkbox"/>	General Information				
<input type="checkbox"/>	Financial Information				
<input type="checkbox"/>	Executive Compensation Questions				
<input type="checkbox"/>	Proceedings Questions				
<input type="checkbox"/>	Information Opt-Out				
<input type="checkbox"/>	Review Core Data				
<input type="checkbox"/>	Continue to Next Section				
		Details Entered by the user		Details returned from D&B	
	DUNS:	999999999	DUNS:	999999999	
	Legal Business Name:	Your company	Legal Business Name:	Your company	
	Doing Business As:	Your company	Doing Business As:	Your company	
	Address Line 1:	Your address	Address Line 1:	Your address	
	Address Line 2:		Address Line 2:		
	City:	Your city	City:	Your city	
	State:	Your state	State:	Your state	
	ZIP/Postal Code:	Your zip	ZIP/Postal Code:	Your zip	
	Country:	Your country	Country:	Your country	
		CANCEL		PREVIOUS SAVE AND CONFIRM	





Select Financial Information.

Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.

If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.

REFRESH D&B DATA

	Details Entered by the user	Details returned from D&B
DUNS:	999999999	999999999
Legal Business Name:	Your company	Your company
Doing Business As:	Your company	Your company
Address Line 1:	Your address	Your address
Address Line 2:		
City:	Your city	Your city
State:	Your state	Your state
ZIP/Postal Code:	Your zip	Your zip
Country:	Your country	Your country

CANCEL **PREVIOUS** **SAVE AND CONFIRM**

Core Data

- ✓ DUNS Information
- ✓ **Verify DUNS Information**
- ✓ Business Information
- ✓ IRS Consent
- ✓ CAGE or NCAGE Code
- General Information
- **Financial Information**
- Executive Compensation Questions
- Proceedings Questions
- Information Opt-Out
- Review Core Data
- Continue to Next Section

Assertions



Select Add Additional Account.

Automated Clearing House (ACH):

Please enter at least one method of contact for your A.C.H below.

A.C.H U.S. Phone: * (XXX)XXX-XXXX

A.C.H Non-U.S. Phone: XXXX-XXXXXXXXXXXX

A.C.H Fax: (XXX)XXX-XXXX

A.C.H Email:

Remittance Address:

Name: *

Address Line 1: *

Address Line 2:

City: *

State/Province *

Country: *

ZIP/Postal Code:

Only add an additional account if you have more than one set of
U.S. banking information for this DUNS number.





You will enter banking information for DUNS + 4 under Add Additional Account. When the New Account Information has been entered the Financial Institution will appear.

Add Additional Account

DUNS+4:

Enter any 4 digit number

Electronic Funds Transfer (EFT):

Account Type:

Financial Institute:

ABA Routing Number:

Account Number:

Lockbox Number:

Automated Clearing House (ACH):

Please enter at least one method of contact for your A.C.H below.

A.C.H U.S. Phone:

A.C.H Non-U.S. Phone:

A.C.H Fax:

A.C.H Email:

The 4 digit number you create will be added to the end of your DUNS Number to signify the DUNS +4.

WARFIGHTER SUPPORT

STEWARDSHIP EXCELLENCE

WORKFORCE DEVELOPMENT

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Enter a Remittance Address for the + 4 bank. Select Save and Continue.

Remittance Address:

Name: *

Address Line 1: *

Address Line 2:

City: *

State/Province *

Country: *

ZIP/Postal Code: *



Add Additional DUNS + 4

- Additional DUNS + 4 will be added in the same manner.
- Once all additional DUNS + 4's have been added you may proceed to the Entity Review page to submit.
- **NOTE:** Once submitted no additional updates can be made to the registration until the Entity DUNS and all the additional DUNS + 4's have been processed through CAGE to active status.



Proceed with the rest of the registration; or proceed to the Entity Review page and **Select Submit.**

Accounts Receivable POC

Title:

First Name: Your

Middle Name:

Last Name: Name

Email: Youremail@email.com

US Phone: (123)456-7890

Extension:

NON US Phone:

Notes:

Optional Point of Contact:

You can not submit your record until you have certified that the information is accurate and complete. Knowingly providing false or misleading information may result in criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.





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